



Title: **MAINTENANCE SUPPORT WORKER**

Salary Code: 15
Effective Date: 09/15/14
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under general supervision of the Senior Automotive & Warehouse Coordinator, assists in the District's central warehouse by receiving, storing, delivering, issuing, and maintaining a wide variety of tools, equipment, materials, and supplies and maintains related records. Maintenance Support Worker is a single position classification. The ability to communicate effectively is required.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Checks and verifies quantity and quality of items received against appropriate order; prepares or assists in preparing Request for Purchase for stock replacements; stocks shelves; maintains related document files, obtains receipts for payment.
2. Issues items from stock in accordance with prescribed methods; maintains supply records; posts records of type, quantity, and cost of stock received and issued.
3. Wraps packages and prepares goods for shipment or delivery; makes deliveries; performs minor repairs on tools and equipment.
4. Assists with inventory control, including investigating and reconciling discrepancies.
5. Operates various types of machines including fork lift or related equipment.
6. Moves heavy or large objects and other hard to handle items.
7. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of the twelfth grade **and** three (3) years of experience performing duties involved in shipping/receiving, general storekeeping, and warehouse work; or any combination thereof.

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Knowledge of:

- Methods, practices and equipment used in the receipt, storage, handling and issuing of materials and equipment.
- The applicable California General Industrial Safety Orders.
- Inventory control methods and techniques.
- The applicable Safety and Accident Prevention Procedures of the California Occupational Safety and Health Act.
- Rigging and techniques of load lifting and transport of material and supplies.
- Inventory transactions and computer data entry.

WORKING CONDITIONS

- Heavy lifting up to 100 pounds.
- Work in all kinds of weather.
- Possess physical characteristics to perform the critical and important duties of the job, including the ability to climb stationary ladders up to 50 feet in height.

STANDARD REQUIREMENT

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.